

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Michelle T. Boone
Commissioner
Department of Cultural Affairs and Special Events

CC: Maria Guerra
Mayor's Office of Legislative Counsel and Government Affairs

Date: 10/25/2012

Re: Request for Information from Annual Appropriation Committee Hearing

ID: 71

The attached information is in response to questions posed at our department's hearing on October 22 to discuss the 2013 budget.

Alderman Leslie Hairston asked for a list of contracts for outside services.

Please see the attached list of outside services contracted through DCASE.

As always, please let me know if you have any further questions.

Contractor Name	Description of Services
Illinois Restaurant Association	Provides Food and Beverage Management at DCASE events
Airad	Provide a large screen for viewing musical performances at festivals
Kobotech Inc	Production of Musical Entertainment
Ravenswood Special Events	Repairs, fabricates, cleans and provides inventory control and warehousing services for city owned festival displays
M&G Printing	Various printing jobs
Progressive Ind	Supply Propane to Food Vendors
SMG	Event Security
SMG	Event Staffing
Technotrix	Festival and Stage Lighting
Nationwide	Janitorial
Tall City Stage	Stages for Festivals
FO Carlson	Sign Printing
Fence Master	Fences
Skytech	Security
Brickman Group	Install Christmas Tree at Daley Plaza
Every Blooming Industrial	Provides Disposable Towels
Rae Products	Paint
Darling International	Grease Removal
Englewood electric	Electrical Rental
Debi Shandling	Piano Tuning
Garda	Armored Truck
J & J Exhibitor Services	Trucking
Root Brothers	Tool Rental
Big Top Productions	Tent Rental
The Iris Co	Office Products
Silk Screen Express	Silkscreen Promotional Materials
Service Forms & Graphics	Ticket Printing
Cityscape Garden and Design	Floral
McFarland Douglas	Holiday Decoration Rental
Oosterbaan	Scaffolding Rental
Hertz	Heavy Equipment Rental
Service Sanitation	Port-a-potty rental
Service Sanitation (Best Sanit)	Port-a-potty rental

AAA Rental

Table and Chair Rental

Contractor Name	Description of Services
Barricade Lites	Barricade Rental
Crowe Horwath	Accounting
Hitchcock Design Group	Urban Planning
Jonas Productions	Musical instrument Rental
LaGrou	Refridgerated Truck Rental
Lord Cultural Resources	Cultural Planning Consultant
A Moon Jump for You	Jumping Jack Rental
Knox Array	Stages for Festivals
Weldon Williams & Lick	Ticket Printing
RSC Equipment Rental (primary)	Golf Cart Rental
Rolling R Golf Carts (secondary)	Golf Cart Rental
Mobile Facilities	Office Trailer Rental
Allied Waste Services	Dumpster Rental and Disposal
Art Exhibition Specialty	Install Specialized Art Exhibitions
Arrow Messenger	Messenger Services
Lee Lumber	Lumber
Reinke	Plywood
TradeMark Products	Rubberstamps
Washburne Culin.	Food Service
Groupon	Ticket Sales
Security Management Group	Provides assistance to Maxwell Street Market operations and vendors
Skytech	Provides security at the Maxwell Street Market and market office
MB Reality	Provides Program and Events Support Services
MB Reality	Provides Program and Events Support Services
MB Reality	Provides Seasonal Program and Events Support Services
MB Reality	Provides Program and Events Support Services
MB Reality	Provides Program and Events Support Services
MB Reality	Provides Comprehensives Property/Facility Mangement Service
MB Reality	Provides Program and Events Support Services
MB Reality	Provides Program and Events Support Services
After School Matters	Administers after school programs
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Contractor Name	Description of Services
Choose Chicago	Provides Visitor Services at Visitor Information Centers in these facilities
Choose Chicago	Provides Visitor Services at Visitor Information Centers in these facilities
Choose Chicago	Provides Visitor Services at Visitor Information Centers in these facilities
Choose Chicago	Offices for Choose Staff
Chicago Office of Tourism and Culture	Tourism Services, Event Rental and Production
Chicago Office of Tourism and Culture	Tourism Services, Event Rental and Production
Glessner House Museum	Provides tours and curatorial/ management services for historic house museum
Music and Dance Theatre Chicago	Lease for Harris Theatre and Support Space for Jay Pritzker Pavilion at Millennium Park programs and events
Rudy Malnati	Chicago Air and Water Show Consultant

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Date: 10/25/2012

Re: Request for Information from Annual Appropriation Committee Hearing

ID: 73

The attached information is in response to questions posed at our department's hearing on October 22 to discuss the 2013 budget.

Alderman Brendan Reilly requested profitability numbers for the Jazz Festival, Blues Festival, and the Gospel Music Festival.

The total expenses for the 2012 Jazz Festival were \$784,000. The revenues generated by the festival totaled \$512,000. The total cost to the City to present the 2012 Jazz Festival was \$272,000.

The total expenses for the 2012 Blues Festival were \$1,195,000. The revenues generated by the festival totaled \$1,119,500. The total cost to the City to present the 2012 Blues Festival was \$75,500.

The total expenses for the 2012 Gospel Fest were \$410,000. The revenues generated by the festival totaled \$59,000. The total cost to the City to present the 2012 Gospel Festival was \$351,000.

As always, please let me know if you have any further questions.

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To: The Honorable Carrie M. Austin
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From: Michelle Boone
Commissioner
Department of Cultural Affairs and Special Events

CC: Maria Guerra
Mayor's Office of Legislative Counsel and Government Affairs

Date: 10/26/12

Re: Requested Information from Annual Appropriation Committee Hearing

ID: 74

The attached information is in response to questions posed at our department's hearing on Monday, October 22nd to discuss the 2013 budget.

Alderman Michelle Smith asked for information regarding Chicago Neighborhood Festivals. Given the fact, that in 2012 festivals no longer received permit fee waivers she asked if any festivals did not happen or were cancelled. She also asked for the amount of new revenue collected by the City from these fees.

DCASE is not aware of any 2012 festival cancelling because of the no fee waiver policy. There was one festival in 2012 that downsized their footprint. This organization cited no fee waivers and the elimination of free electricity in 2011 as the reason. There were a total of 15 events that did cancel but these were for reasons listed below and not because of fee waivers.

The total number of festivals each year fluctuates by approximately 15-20 events a year. The causes of this fluctuation are; one-time events such as corporate promotions, Church festivals moving indoors, carnivals moving to private property, athletic events moving off streets into a park.

In 2012, we expect to process 706 permits (676 YTD); in 2011, we processed 716; and in 2010 we processed 693.

The total dollar amount of fees collected by way of special event fees is not known at this time. The Office of Budget and Management is currently working with DCASE to determine a solid

financial estimate. This information will be provided in a phone call to the Alderman in the coming weeks.

As always, please let me know if you have any further questions.

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Date: 10/25/2012

Re: Request for Information from Annual Appropriation Committee Hearing

ID: 75

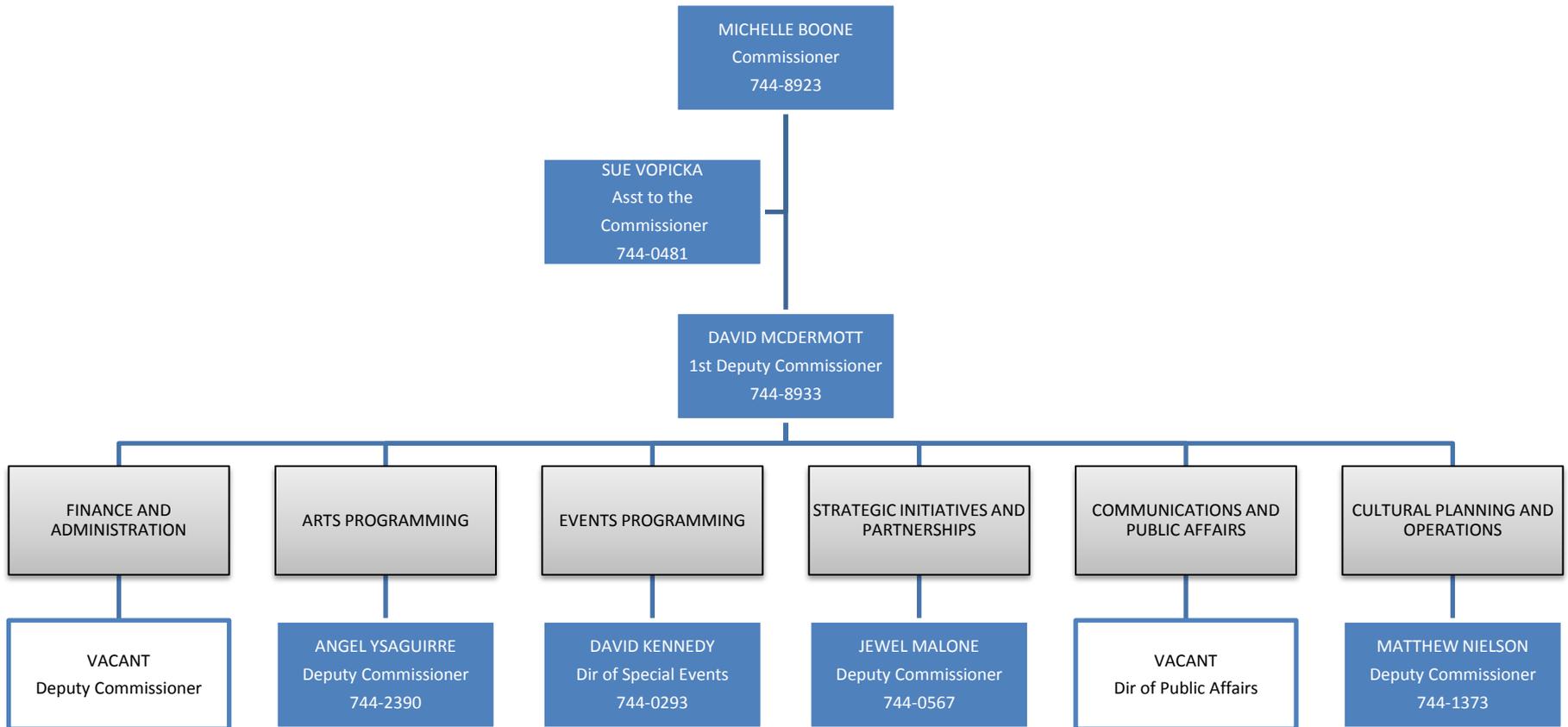
The attached information is in response to questions posed at our department's hearing on October 22 to discuss the 2013 budget.

Chairman Austin requested a staff chart with phone numbers.

Please see the attached DCASE staff chart with phone numbers.

As always, please let me know if you have any further questions.

DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS ORGINIZATIONAL CHART WITH CONTACT INFORMATION



MEMORANDUM

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Date: 10/25/2012

Re: Request for Information from Annual Appropriation Committee Hearing

The attached information is in response to questions posed at our department's hearing on October 22 to discuss the 2013 budget.

Chairman Austin requested information regarding the Jumping Jack program including the total number of deliveries, deliveries in her ward, financial information, and staffing structure.

The goal of the Jumping Jack program is to help build communities at a block level. In 2012, we made two changes to the program to help attain this goal while reducing the burden on the taxpayer. First, we restricted delivery to residential block parties. In 2011, over 700 of Jumping Jacks went to private events such as birthday parties, family picnics, and day care centers. Second, we increased the time the Jumping Jack was on the block from one hour to four hours, giving the community additional time to enjoy the resource.

In order to administer this new Jumping Jack program and reduce costs, DCASE, via the Department of Procurement Services, issued an RFP and secured a qualified amusement firm. This firm, A Moon Jump For You, was able to provide a higher quality experience at a lower

cost. In 2011, each hour of usable time cost the City approximately \$250. In 2012, this cost was reduced to \$73 per hour.

In 2012, DCASE delivered 678 Jumping Jacks and provided 2,712 hours of service to residential block clubs at a cost of \$200,000. In contrast, during 2011 DCASE delivered 1,300 Jumping Jacks and provided 1,300 hours of service to residential block clubs at a cost of 500,000.

In 2012, DCASE delivered 24 Jumping Jacks and provided 96 hours of service to residential block clubs in the 34th Ward.

Staffing

In 2011, the Jumping Jack program was administered by a DCASE employee. This employee managed a contractor to deliver the Jumping Jacks. The SMG employees were hired by SMG and the city had no input on who was hired. Prior to 2008, DCASE hired employees directly to deliver the Jumping Jacks. In 2008, DCASE was directed by the Department of Human Resources to discontinue this practice.

In 2012, the staffing and administration of the Jumping Jacks program was handled by our contracted vendor. The DCASE employee was reassigned to other duties in the department.

As always, please let me know if you have any further questions.

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Re: Request for Information from Annual Appropriation Committee Hearing

The attached information is in response to questions posed at our department's hearing on October 22 to discuss the 2013 budget.

Alderman Ray Suarez asked for information on the Jumping Jack program including financials, deliveries, staffing, and the possibility of increasing the number of deliveries by reducing delivery duration.

Program Summary

The goal of the Jumping Jack program is to help build communities at a block level. In 2012, we made two changes to the program to help attain this goal while reducing the burden on the taxpayer. First, we restricted delivery to residential block parties. In 2011, over 700 of Jumping Jacks went to private events such as birthday parties, family picnics, and day care centers. Second, we increased the time the Jumping Jack was on the block from one hour to four hours, giving the community additional time to enjoy the resource.

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In 2012, the staffing and administration of the Jumping Jacks program was handled by our contracted vendor. The DCASE employee was reassigned to other duties in the department.

Hours v. Deliveries

Upon your suggestion, we will discuss options for increasing the number of drops by decreasing the hours on each site with our vendor.

As always, please let me know if you have any further questions.